



Application Kit



BJA Discretionary Grants

Bureau of Justice Assistance
Office of Justice Programs
U.S. Department of Justice



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Introduction

A grant is a legal agreement in which money is provided for specific purposes, including the following: (1) providing services such as training or technical assistance; (2) developing products such as training materials, model legislation, or program prototypes; or (3) designing and implementing specific programs. The grantee is the agency that is awarded the grant and has responsibility for the program and grant funds. The grantor is the agency, such as the Bureau of Justice Assistance (BJA), that provides money for the operation of the grant program.

The purpose of the Discretionary Grant Program is to identify “what works” in reducing crime, drug use, and violence and to disseminate that information to state and local practitioners and communities across the country. BJA funds programs that test and replicate new and innovative concepts to address issues of concern and/or emerging problems at the state and local levels. Those invited to apply for funding must be willing to implement the program as designed and to work closely with BJA, its technical assistance providers, and national evaluators. Grantees must be willing to share what they have learned with other jurisdictions and organizations interested in similar projects. Before investing a lot of time and resources in developing an application, applicants should review the guidance that follows. Adherence to these guidelines will expedite consideration of your application.

An agency should consider developing a proposal if it:

- # Is committed to testing and demonstrating innovative ideas, documenting its efforts, and providing the necessary organizational resources to implement the program.
- # Is committed to maintaining the program, if it is successful, after the grant funds expire.
- # Is willing to share the results of the program with other jurisdictions and organizations.

Application Checklist

As a final step before submitting your application, please use this checklist to ensure that your application is complete. Failure to include any of the following items may result in disqualification of your application. All forms, assurances, and lists of contacts are provided in the pages that follow.

- G Completed and signed Standard Form (SF) 424, Application for Federal Assistance (Appendix A).
- G Date your application was submitted to the state office that administers the Byrne Formula Grant Program in item 3 on SF 424.
- G Catalog of Federal Domestic Assistance Number (e.g., 16.580 for the Byrne Discretionary Grant Program) in item 10 on SF 424.
- G Provision of audit information: the applicant organization's fiscal year and name of the designated cognizant federal agency in item 11 on SF 424.
- G Date your application was submitted to the state Single Point of Contact (SPOC) or the reason that state review is not required in item 16 on SF 424.
- G Signed Assurances (OJP Form 4000/3) (Appendix B).
- G Completed and signed Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (OJP Form 4061/6) (Appendix C).
- G Completed Budget Detail Worksheet and Budget Narrative (Appendix D).
- G Program narrative that addresses the selection criteria described in the grant solicitation.
- G Letter indicating that federal funds will supplement, not supplant, applicant resources.

Instructions related to the application package:

- G Have all required forms signed by the authorized official for the applicant agency (i.e., the person who is authorized to enter into contracts for the agency).
- G Print the application on 8 ½ inch x 11 inch paper and only on one side of the paper.
- G Submit the completed grant application with original signatures and *two* copies.
- G Submit the application package to: Bureau of Justice Assistance
ATTENTION: (Name of Program Manager)
810 Seventh Street NW.
Washington, DC 20531-0001

Instructions for Application Narrative

Each application must contain a program narrative that justifies and describes the program to be implemented. In addition to addressing specific selection criteria that may be described in the program description of the relevant grant solicitation, each application should contain the following sections.

Statement of the Problem

The purpose of this section is to develop a clear, concise picture of the problem the applicant will address using the grant money. It will include:

- # A description of the nature and scope of the problem to be addressed and its impact on the criminal justice system and/or the jurisdiction or target area.
- # An analysis of statistical information and other relevant information concerning the problem the applicant will address through the grant. If the problem is the result of multiple factors, these factors should be analyzed and discussed.
- # A description of what has been done thus far by the applicant or others to address the problem.
- # A description of the methods used to assess the problem.

Goals and Objectives

The applicant should list and describe the goals and objectives of the proposed project. The project goals are a broad statement of the ends toward which the program is directed. Goals should address the problem that was identified in the statement of the problem. A project goal, for example, may be to enhance homicide investigation capabilities.

Project objectives are more specific statements about how the goals will be achieved. Objectives are generally quantified and focus on the methods that will be used by the project to address the problem. Examples might include:

- # Increasing the number of homicide investigators by five.
- # Reducing the case load per investigator to six.
- # Providing investigators with 80 hours of training related to forensics in gathering evidence and presenting cases in court.

Project Strategy or Design

The project strategy or design will describe in detail how the project will be implemented. It will include:

- # Specific strategies, approaches, and innovations that will be used to implement the project.
- # Services to be provided and the results or benefits expected from the proposed services.
- # A description of the target area or population to be served by the project.
- # Organizations, groups, and other partners that will be involved in implementation.
- # An explanation of how this project will be coordinated with and what impact it will have on other criminal justice system components.
- # Program products—such as a publication, a training curriculum, or a program model—that will result from the project and descriptions of how these products will benefit the field.
- # Any unusual features of the project, such as implementation design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.
- # An explanation of why you believe this approach will be successful.

Implementation/Time Task Plan

The applicant must include a plan for implementing the strategy described above. The implementation plan should provide a visual overview of when the project's objectives and action steps will be carried out and completed. It should also include a detailed schedule that includes milestones for significant tasks, generally presented in chart form.

Additional Resource Commitments

Applicants are encouraged to leverage other resources—federal, state, local, or private—in support of the project. This section will describe funding sources, including amounts, and nonfinancial resources (i.e., volunteers, noncash donations) that will support this project. The applicant should describe how these resources will be used. If no other resources are available, please explain.

Program Evaluation

The applicant must include an evaluation plan that will assess the success of project implementation and the extent to which the strategy will achieve the project's goals and objectives. The plan should describe what will be measured and the types of data that will be collected, how often data will be collected, and by whom the data will be collected. It should also describe the type of analysis that will be done, how it will be used to make management decisions about possible strategy changes, and the reports or products that will be developed.

BJA and the National Institute of Justice (NIJ) will conduct national-level evaluations of some BJA- funded programs. Evaluators may visit sites to collect data for the evaluation or may request that grantees provide specific data. All applicants must be willing to participate in such national evaluations.

Program evaluation is a dynamic process that should be conducted throughout the life of the project. Effective evaluation could be the basis to ensure the continuation of the project after the grant ends.

Project Management Structure

This section of the application will describe how the project will be structured, organized, and managed. It will identify and describe the qualifications and experience of the project director and project staff, how they will be selected, and their roles and responsibilities. The applicant should also provide an organizational chart of the applicant agency and describe how this project fits into the total organizational structure. Please attach resumes of all key staff.

Organizational Capability

The applicant should describe the organizational experience, both programmatic and financial, that qualifies it to manage this project. Please explain your experience with managing federal, state, and local grants and/or your experience managing projects of similar scope.

Administrative Requirements

Level of Federal Participation

Discretionary grant funds may be used to pay up to 100 percent of the total project costs. However, in order to facilitate a stronger partnership with its grantees and to increase the number of new initiatives, BJA encourages grantees to contribute local resources to the program effort.

Grant Funds Must Supplement and Not Supplant

As part of this application, the applicant must sign a certification that no supplanting of nonfederal funds will take place should a grant award be made. This certification should be in the form of a letter to the Director of BJA from the applicant's authorizing official. This letter must certify that federal funds will be used to supplement existing funds for program activities and not replace those funds that have been appropriated for the same purpose. Consideration of the grant application depends on the presentation of this certification.

Potential supplanting will be the subject of monitoring and audits. Violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from federal grants, recoupment of moneys provided under this grant, and civil and/or criminal penalties.

Single Point of Contact Review

Executive Order 12372 requires applicants from state and local units of government or other organizations that provide services within a state to submit a copy of the application to the state SPOC if one exists and if this program has been selected for review by the state. State SPOCs are listed in Appendix E. Applicants must contact the state SPOC to determine if the program has been selected for state review. The date that the application is sent to SPOC or the reason such submission is not required should be entered in item 16 on SF 424.

Coordination With State Formula Grant Program

To facilitate coordination with the Byrne Formula Grant Program, applicants for discretionary grant funds are required to submit a copy of the application to the state office that administers the Byrne Formula Grant Program. A list of the state offices is found in Appendix F.

Applicants for national-level programs are not required to submit a copy to each state that may be affected by the program. However, applicants for programs that will target only a few states should send a copy to each state that may be affected.

Audit Requirement

Recipients who expend \$300,000 or more of federal funds during their fiscal year are required to submit an organizationwide financial and compliance audit report. The audit must be performed in accordance with the provisions of Office of Management and Budget (OMB) Circular A–133. The audit report is due to the Federal Audit Clearinghouse not later than 9 months after the end of the recipient’s fiscal year.

Applicants are required to provide the period of their organization’s fiscal year and the name of their organization’s cognizant or overseeing federal agency in block 11 of SF 424.

Certification Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements

Applicants should review and sign the certification form included in this application kit after carefully reading the instructions provided with the form. Signing this form commits the applicant to comply with the certification requirements under 28 CFR Part 69, “New Restrictions on Lobbying,” and 28 CFR Part 67, “Government-Wide Debarment and Suspension (Nonprocurement) and Government-Wide Requirements for Drug-Free Workplace (Grants),” and with the coordination and nonsupplanting requirements of the Violent Crime Control and Law Enforcement Act of 1994. The certification will be treated as a material representation on which the U.S. Department of Justice will rely in awarding grants.

Civil Rights

All recipients of federal grant funds are required to comply with nondiscrimination requirements contained in federal laws. Specifically, the statute that governs programs or activities funded by the Office of Justice Programs (Section 809(c), Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 U.S.C. 3789d), prohibits discrimination as follows:

No person in any state shall, on the grounds of race, color, religion, national origin, sex [or disability]* be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, or denied employment in connection with, any program or activity funded in whole or in part with funds made available under this title.

* Section 504 of the Rehabilitation Act of 1973 prohibits identical discrimination on the basis of disability.

If funded, a grantee must acknowledge that failure to submit an acceptable Equal Employment Opportunity Plan approved by the OJP Office for Civil Rights (if the grantee is required to submit one pursuant to 28 CFR 42.302) is a violation of the grantee’s certified Assurances and may result in the suspension of funds.

If any court or administrative agency makes a finding against a recipient of funds of discrimination on the grounds of race, color, religion, national origin, sex, disability, or age, the recipient must agree to forward a copy of the finding to the OJP Office for Civil Rights.

Applicants should consult the Assurances to understand the applicable legal and administrative requirements.

Reporting Requirements

Recipients of funding are required to submit semiannual progress and quarterly financial reports. The progress reports describe activities during the reporting period and the status or accomplishment of objectives as set forth in the approved grant application. Progress reports must be submitted within 30 days after the end of the reporting periods, which are June 30 and December 31, for the life of the award. A final report, which provides a summary of progress toward achieving the goals and objectives of the grant, significant results, and any products developed under the grant, is due 120 days after the end date of the grant. Report forms will be provided to the grantee by BJA.

Financial Status Reports (SF 269A) are required quarterly no later than the 45th day following the end of each calendar quarter. A report must be submitted every quarter the award is active, even if there has been no financial activity during the reporting period. Grantees are also required to maintain adequate documentation to provide an audit trail that substantiates the amounts reported on each SF 269A as submitted. The final Financial Status Report is due 120 days after the end date of the award. The Office of the Comptroller will provide a copy of this form in the award package. Future awards and fund drawdowns may be withheld if the progress and financial reports are delinquent.

Suspension or Termination of Funding

BJA may suspend funding in whole or in part, terminate funding, or impose other sanctions for any of the following reasons:

- # Failure to comply substantially with the requirements or statutory objectives of the Violent Crime Control and Law Enforcement Act of 1994, program guidelines issued thereunder, or other provisions of federal law.
- # Failure to make satisfactory progress toward the goals or strategies set forth in the application.
- # Failure to adhere to grant agreement requirements or special conditions.
- # Proposing or implementing substantial plan changes to the extent that, if originally submitted, the application would not have been selected for funding.
- # Failure to submit required progress and/or financial reports.
- # Filing a false certification in this application or other report or document.
- # Other good cause shown.

Before imposing sanctions, BJA will provide reasonable notice to the recipient of its intent to impose sanctions and will attempt informally to resolve the problem. Hearing and appeal procedures will follow those in the U.S. Department of Justice regulations described in 28 CFR Part 18.

APPENDIX A

Application for Federal Assistance (SF 424)

Standard Form 424 (REV 4-88)
Prescribed by OMB Circular A-102

Instructions for Completion of the Application for Federal Assistance (SF– 424)

The Application for Federal Assistance is a standard form used by most Federal agencies. This form contains 18 different items, which are to be completed before submission. All applications should include a completed and signed SF– 424.

Item	Instructions
1	Type of Submission: If this proposal is not for construction or building purposes, check “Non-Construction.”
2	Date Submitted: Indicate the date you sent the application to OJP. The “Application Identifier” is the number assigned by your jurisdiction, if any. If your jurisdiction does not assign an identifier number, leave this space blank.
3	Date Received by State: Leave blank. This block is completed by the State single point of contact, if applicable.
4	Date Received by Federal Agency: This item will be completed by OJP.
5	Applicant Information: The “Legal Name” is the unit of government of the parent organization. For example, the primary or parent organization of a law enforcement agency is the name of the city or township. Thus the city or township should be entered into the Legal Name box and the name of the law enforcement agency would be entered into the Organizational Unit box. Designate one person as the contact, and include their telephone number.
6	Employer Identification Number: Each employer receives an employer identification number from the Internal Revenue Service. Generally, this number can be easily obtained from your agency’s accountant or comptroller.
7	Type of Applicant: Enter the appropriate letter in this space. If the applicant is representing a consortium of agencies, specify by checking Block N and entering “consortium”.
8	Type of Application: Check either “new” or “continuation.” Check new if this will be your first award for this purpose described in the application, even if the applicant has received prior awards for other purposes. Check “continuation”, if the project will continue activities of a project, that was begun under a prior award.
9	Name of Federal Agency: Type in the name of the awarding agency, such as “Office of Juvenile Justice and Delinquency Prevention.”
10	Catalog of Federal Domestic Assistance Number: This would be contained in the program announcement.
11	Descriptive Title of Applicants Project: Type in the: (1) title of the program as it appears in the solicitation or announcement; (2) name of the cognizant Federal agency, ex. U.S. Department of Education; and (3) applicant’s fiscal year, i.e. twelve month audit period, ex: 10/1/98–9/30/99.
12	Areas Affected by Project: Identify the geographic area(s) of the project. Indicate “Statewide” or “National”, if applicable.
13	Proposed Project Dates: Fill in the proposed begin and end dates of the project.
14	Congressional Districts: Fill in the Congressional Districts in which the project will be located as well as the Congressional District(s) the project will serve. Indicate “Statewide” or “National,” if applicable.
15	Estimated Funding: In line “a,” enter the Federal funds requested, not to exceed the dollar amount allocated in the program announcement. Indicate any other resources that will available to the project and the source of those funds on lines “b-f,” as appropriate.
16	State Executive Order 12372: Some states require you to submit your application to a State “Single Point of Contact” (SPOC) to coordinate applications for Federal funds. If your State requires a copy of your application, indicate the date submitted. If a copy is not required, indicate the reason. (Refer to the “Administrative Requirements” section of the program announcement, for more information.) The SPOC is not responsible for forwarding your application.
17	Delinquent Federal Debt: This question applies to the applicant organization. Categories of debt include delinquent audit allowances, loans, and taxes.
18	Authorized Representative: Type the name of the person legally authorized to enter into agreements on behalf of your agency. This signature on the original application must be signed in blue ink and/or stamped as “original” to help identify the original.

APPENDIX B

Assurances

ASSURANCES

The Applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements—28 CFR, Part 66, Common Rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project. Also the Applicant assures and certifies that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et seq.)
4. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act if applicable.
5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or give the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. It will give the sponsoring agency or the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. It will comply with all requirements imposed by the Federal Sponsoring agency concerning special requirements of law, program requirements, and other administrative requirements.
8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed in the Environmental protection Agency's (EPA-list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
9. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, approved December 31, 1976. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that had been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
10. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
11. It will comply, and assure the compliance of all its subgrantees and contractors, with the applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, the Juvenile Justice and Delinquency Prevention Act, or the Victims of Crime Act, as appropriate; the provisions of the current edition of the Office of Justice Programs Financial and Administrative Guide for Grants, M7100.1; and all other applicable Federal laws, orders, circulars, or regulations.
12. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18, Administrative Review Procedure; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 30, Intergovernmental Review of Department of Justice Programs and Activities; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
13. It will comply, and all its contractors will comply, with the nondiscrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789(d), or Victims of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title II of the Americans With Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C, D, E, and G; and Department of Justice regulations on disability discrimination, 28 CFR Part 35 and Part 39.
14. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.
15. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.
16. It will comply with the provisions of the Coastal Barrier Resources Act (P.L. 97-348) dated October 19, 1982 (16 USC 3501 et seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.

Signature

Date

APPENDIX C

Certifications Regarding Lobbying; Debarment, Suspension, and
Other Responsibility Matters; and Drug-Free Workplace Requirements



U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Governmentwide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510—

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a

public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620—

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about—

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check ☐ if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check ☐ if the State has elected to complete OJP Form 4061/7.

DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620—

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 810 Seventh Street NW., Washington, DC 20531.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address:

2. Application Number and/or Project Name

3. Grantee IRS/Vendor Number

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

Approved by OMB

0348-0046

(See reverse for public burden disclosure.)

1. Type of Federal Action: <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance		2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award		3. Report Type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____	
4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: Congressional District, if known:			5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Congressional District, if known:		
6. Federal Department/Agency:			7. Federal Program Name/Description: CFDA Number, if applicable: _____		
8. Federal Action Number, if known:			9. Award Amount, if known: \$ _____		
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI):			b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):		
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.			Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____		
Federal Use Only:				Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)	

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

APPENDIX D

Budget Detail Worksheet and Sample Budget

Budget Detail Worksheet

Purpose: The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

A. Personnel - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position	Computation	Cost
		TOTAL _____

B. Fringe Benefits - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

Name/Position	Computation	Cost
		TOTAL _____
		Total Personnel & Fringe Benefits _____

C. Travel - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and the unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

Purpose of Travel	Location	Item	Computation	Cost
			TOTAL	

D. Equipment - List non-expendable items that are to be purchased. Non-expendable equipment is tangible property having a useful life of more than two years and an acquisition cost of \$5,000 or more per unit. (Note: Organization’s own capitalization policy may be used for items costing less than \$5,000). Expendable items should be included either in the “supplies” category or in the “Other” category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the “Contractual” category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

[illegible]

E. Supplies - List items by type (office supplies, postage, training materials, copying paper, and expendable equipment items costing less than \$5,000, such as books, hand held tape recorders) and show the basis for computation. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Generally, supplies include any materials that are expendable or consumed during the course of the project.

Supply Items	Computation	Cost
		TOTAL _____

F. Construction - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Check with the program office before budgeting funds in this category.

Purpose	Description of Work	Cost
		TOTAL _____

G. Consultants/Contracts - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.

Name of Consultant	Service Provided	Computation	Cost
--------------------	------------------	-------------	------

*Subtotal*_____

Consultant Expenses: List all expenses to be paid from the grant to the individual consultants in addition to their fees (i.e., travel, meals, lodging, etc.)

Item	Location	Computation	Cost
------	----------	-------------	------

*Subtotal*_____

Contracts: Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

Item	Cost
------	------

*Subtotal*_____

TOTAL_____

H. Other Costs - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, or provide a monthly rental cost and how many months to rent.

I. Indirect Costs - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

Description	Computation	Cost
		TOTAL

Budget Summary- When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

Budget Category	Amount
A. Personnel	_____
B. Fringe Benefits	_____
C. Travel	_____
D. Equipment	_____
E. Supplies	_____
F. Construction	_____
G. Consultants/Contracts	_____
H. Other	_____
Total Direct Costs	_____
I. Indirect Costs	
TOTAL PROJECT COSTS	_____
Federal Request	_____
Non-Federal Amount	_____

Budget Detail Worksheet

Purpose: The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

A. Personnel - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position	Computation	Cost
John Smith, Investigator	$(\$50,000 \times 100\%)$	\$50,000
2 Investigators	$(\$50,000 \times 100\% \times 2)$	\$100,000
Secretary	$(\$30,000 \times 50\%)$	\$15,000
Cost of living increase	$(\$165,000 \times 2\% \times .5 \text{ yr.})$	\$1,650
Overtime per investigator	$(\$37.50/\text{hr.} \times 100 \text{ hrs.} \times 3)$	\$11,250

The three investigators will be assigned exclusively to homicide investigations. A 2% cost of living adjustment is scheduled for all full-time personnel 6 months prior to the end of the grant. Overtime will be needed during some investigations. A half-time secretary will prepare reports and provide other support to the unit.

TOTAL \$177,900

B. Fringe Benefits - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

Name/Position	Computation	Cost
Employer's FICA	$(\$177,900 \times 7.65\%)$	\$13,609
Retirement	$*(\$166,650 \times 6\%)$	\$9,999
Uniform Allowance	$(\$50/\text{mo.} \times 12 \text{ mo.} \times 3)$	\$1,800
Health Insurance	$*(\$166,650 \times 12\%)$	\$19,998
Workman's Compensation	$(\$177,900 \times 1\%)$	\$1,779
Unemployment Compensation	$(\$177,900 \times 1\%)$	\$1,779
$*(\$177,900 \text{ less } \$11,250)$		

TOTAL \$48,964

Total Personnel & Fringe Benefits \$226,864

C. Travel - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and the unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

Purpose of Travel	Location	Item	Computation	Cost
Training	Boston	Airfare	(\$150 x 2 people x 2 trips)	\$600
		Hotel	(\$75/night x 2 x 2 people x 2 trips)	\$600
		Meals	(\$35/day x 3 days x 2 people x 2 trips)	\$420
Investigations	New York City	Airfare	(\$600 average x 7)	\$4,200
		Hotel and Meals	(\$100/day average x 7 x 3 days)	\$2,100
Two of the investigators will attend training on forensic evidence gathering in Boston in October and January. The investigators may take up to seven trips to New York City to follow up investigative leads. Travel estimates are based on applicant's formal written travel policy.				
TOTAL				\$7,920

D. Equipment - List non-expendable items that are to be purchased. Non-expendable equipment is tangible property having a useful life of more than two years and an acquisition cost of \$5,000 or more per unit. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Expendable items should be included either in the "supplies" category or in the "Other" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

Item	Computation	Cost
3 - 486 Computer w/CD ROM	$(\$2,000 \times 3)$	\$6,000
Video Camera	\$1,000	\$1,000
The computers will be used by the investigators to analyze case and intelligence information. The camera will be used for investigative and crime scene work.		
		TOTAL \$7,000

E. Supplies - List items by type (office supplies, postage, training materials, copying paper, and expendable equipment items costing less than \$5,000, such as books, hand held tape recorders) and show the basis for computation. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Generally, supplies include any materials that are expendable or consumed during the course of the project.

Supply Items	Computation	Cost
<i>Office Supplies</i>	<i>(\$50/mo. x 12 mo.)</i>	<i>\$600</i>
<i>Postage</i>	<i>(\$20/mo. x 12 mo.)</i>	<i>\$240</i>
<i>Training Materials</i>	<i>(\$2/set x 500 sets)</i>	<i>\$1,000</i>
<i>Office supplies and postage are needed for general operation of the program. Training materials will be developed and used by the investigators to train patrol officers how to preserve crime scene evidence.</i>		
		TOTAL <u>\$1,840</u>

F. Construction - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Check with the program office before budgeting funds in this category.

Purpose	Description of Work	Cost
<i>Renovation</i>	<i>Add walls</i>	<i>\$5,000</i>
	<i>Build work tables</i>	<i>\$3,000</i>
	<i>Build evidence storage units</i>	<i>\$2,000</i>
<i>The renovations are needed to upgrade the forensic lab used to analyze evidence for homicide cases.</i>		
		TOTAL <u>\$10,000</u>

G. Consultants/Contracts - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.

Name of Consultant	Service Provided	Computation	Cost
John Doe	Forensic Specialist	(\$150/day x 30 days)	\$4,500
<i>John Doe, Forensic Specialist, will be hired, as needed, to assist with the analysis of evidence in homicide cases.</i>			
			<i>Subtotal \$4,500</i>

Consultant Expenses: List all expenses to be paid from the grant to the individual consultants in addition to their fees (i.e., travel, meals, lodging, etc.)

Item	Location	Computation	Cost
Airfare	Miami	(\$400 x 6 trips)	\$2,400
Hotel and Meals		(\$100/day x 30 days)	\$3,000
<i>John Doe is expected to make up to 6 trips to Miami to consult on homicide cases.</i>			
			<i>Subtotal \$5,400</i>

Contracts: Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

Item	Cost
Intelligence System Development	\$102,000
<i>The State University will design an intelligence system to be used in homicide investigations. A sole source justification is attached. Procurement Policy is based on the Federal Acquisition Regulation.</i>	
<i>Subtotal \$102,000</i>	

TOTAL \$111,900

H. Other Costs - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, or provide a monthly rental cost and how many months to rent.

Description	Computation	Cost
Rent	(700 sq. ft. x \$15/sq. ft.) (\$875/mo. x 12 mo.)	\$10,500
<i>This rent will pay for space for the new homicide unit. No space is currently available in city-owned buildings.</i>		
Telephone	(\$100/mo. x 12 mo.)	\$1,200
Printing/Reproduction	(\$150/mo. x 12 mo.)	\$1,800
		TOTAL \$13,500

I. Indirect Costs - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

Description	Computation	Cost
10% of personnel and fringe benefits	(\$226,864 x 10%)	\$22,686
<i>The indirect cost rate was approved by the Department of Transportation, the applicant's cognizant Federal agency, on January 1, 1994. (A copy of the fully executed, negotiated agreement is attached.)</i>		
		TOTAL \$22,686

Budget Summary- When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

Budget Category	Amount
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A. Personnel	\$177,900
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B. Fringe Benefits	\$48,964
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C. Travel	\$7,920
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D. Equipment	\$7,000
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E. Supplies	\$1,840
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F. Construction	\$10,000
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G. Consultants/Contracts	\$111,900
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H. Other	\$13,500
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Total Direct Costs	\$379,024
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I. Indirect Costs	\$22,686
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TOTAL PROJECT COSTS	\$401,710
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Federal Request	\$301,283
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Non-Federal Amount	\$100,427
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APPENDIX E

State Single Point of Contact Listing

State Single Point of Contact Listing

Executive Order 12372 requires applicants from state and local units of government, or other organizations providing services within a state, to submit a copy of the application to the state SPOC if one exists and if this program has been selected for review by the state. Applicants must contact the state SPOC to determine if the program has been selected for state review.

In accordance with Executive Order 12372, “the Office of Management and Budget (OMB) shall maintain a list of official state entities designated by the states to review and coordinate proposed federal financial assistance and direct federal development.” Listed below is the official OMB listing. This listing is also published in the Catalogue of Federal Domestic Assistance biannually.

The following states and territories no longer participate in the intergovernmental review process but **may** still apply for grants: **Alabama, Alaska, Arizona, Colorado, Connecticut, Hawaii, Idaho, Indiana, Kansas, Louisiana, Massachusetts, Minnesota, Montana, Nebraska, New Jersey, New York, Ohio, Oklahoma, Oregon, Pennsylvania, South Dakota, Tennessee, Vermont, Virginia, Washington, and Wyoming.** The list below is based on the most current information provided by the states. Information on any changes or apparent errors should be provided to OMB and the state in question. Changes to the list will only be made upon formal notification by the state.

Arkansas

Tracy L. Copeland
Manager, State Clearinghouse
Office of Intergovernmental Services
Department of Finance and Administration
1515 W. 7th St., Room 412
Little Rock, Arkansas 72203
Telephone: 501-682-1074
Fax: 501-682-5206
tlcopeland@dfa.state.ar.us

California

Grants Coordination
State Clearinghouse
Office of Planning and Research
P.O. Box 3044, Room 222
Sacramento, California 95812-3044
Telephone: 916-445-0613
Fax: 916-323-3018
state.clearinghouse@opr.ca.gov

Delaware

Charles H. Hopkins
Executive Department
Office of the Budget

540 S. Dupont Highway, Third Floor
Dover, Delaware 19901
Telephone: 302-739-3323
Fax: 302-739-5661
chopkins@state.de.us

District of Columbia

Luisa Montero-Diaz
Office of Partnerships and Grants
Development
Executive Office of the Mayor
District of Columbia Government
441 4th Street, NW., Suite 530 South
Washington, DC 20001
Telephone: 202-727-8900
Fax: 202-727-1652
opgd.eom@dc.gov

Florida

Jasmin Raffington
Florida State Clearinghouse
Department of Community Affairs
2555 Shumard Oak Boulevard
Tallahassee, Florida 32399-2100
Telephone: 850-922-5438

Fax: 850-414-0479
clearinghouse@dca.state.fl.us

Georgia

Georgia State Clearinghouse
270 Washington Street, SW.
Atlanta, Georgia 30334
Telephone: 404-656-3855
Fax: 404-656-7901
gach@mail.opb.state.ga.us

Illinois

Virginia Bova
Department of Commerce
and Community Affairs
James R. Thompson Center
100 West Randolph, Suite 3-400
Chicago, Illinois 60601
Telephone: 312-814-6028
Fax: 312-814-8485
vbova@commerce.state.il.us

Iowa

Steven R. McCann
Division of Community and Rural
Development
Iowa Department of Economic Development
200 East Grand Avenue
Des Moines, Iowa 50309
Telephone: 515-242-4719
Fax: 515-242-4809
steve.mccann@ided.state.ia.us

Kentucky

Ron Cook
Department for Local Government
1024 Capital Center Drive, Suite 340
Frankfort, Kentucky 40601
Telephone: 502-573-2382
Fax: 502-573-2512
ron.cook@mail.state.ky.us

Maine

Joyce Benson
State Planning Office
184 State Street

38 State House Station
Augusta, Maine 04333
Telephone: 207-287-3261
207-287-1461 (direct)
Fax: 207-287-6489
joyce.benson@state.me.us

Maryland

Linda Janey
Manager, Clearinghouse
and Plan Review Unit
Maryland Office of Planning
301 West Preston Street, Room 1104
Baltimore, Maryland 21201-2305
Telephone: 410-767-4490
Fax: 410-767-4480

Michigan

Richard Pfaff
Southeast Michigan Council of Governments
535 Griswold, Suite 300
Detroit, Michigan 48226
Telephone: 313-961-4266
Fax: 313-961-4869
pfaff@semcog.org

Mississippi

Cathy Mallette
Clearinghouse Officer
Department of Finance and Administration
1301 Woolfolk Building, Suite E
501 North West Street
Jackson, Mississippi 39201
Telephone: 601-359-6762
Fax: 601-359-6758

Missouri

Angela Boessen
Federal Assistance Clearinghouse
Office of Administration
P.O. Box 809
Truman Building, Room 840
Jefferson City, Missouri 65102
Telephone: 573-751-4834
Fax: 573-522-4395
igr@mail.oa.state.mo.us

Nevada

Heather Elliott
Department of Administration
State Clearinghouse
209 E. Musser Street, Room 200
Carson City, Nevada 89701
Telephone: 775-684-0209
Fax: 775-684-0260
helliott@govmail.state.nv.us

New Hampshire

Jeffrey H. Taylor
Director
New Hampshire Office of State Planning
ATTN: Intergovernmental Review Process
Mike Blake
2-1/2 Beacon Street
Concord, New Hampshire 03301
Telephone: 603-271-2155
Fax: 603-271-1728
jtaylor@osp.state.nh.us

New Mexico

Ken Hughes
Local Government Division
Room 201 Bataan Memorial Building
Santa Fe, New Mexico 87503
Telephone: 505-827-4370
Fax: 505-827-4948
khughes@dfa.state.nm.us

North Carolina

Jeanette Furney
Department of Administration
1302 Mail Service Center
Raleigh, North Carolina 27699-1302
Telephone: 919-807-2323
Fax: 919-733-9571
jeanette.furney@ncmail.net

North Dakota

Jim Boyd
Division of Community Services
600 East Boulevard Avenue, Dept 105
Bismarck, North Dakota 58505-0170
Telephone: 701-328-2094

Fax: 701-328-2308
jboyd@state.nd.us

Rhode Island

Kevin Nelson
Department of Administration
Statewide Planning Program
One Capitol Hill
Providence, Rhode Island 02908-5870
Telephone: 401-222-2093
Fax: 401-222-2083
knelson@doa.state.ri.us

South Carolina

Omeagia Burgess
Budget and Control Board
Office of State Budget
1122 Ladies Street, 12th Floor
Columbia, South Carolina 29201
Telephone: 803-734-0494
Fax: 803-734-0645
aburgess@budget.state.sc.us

Texas

Denise S. Francis
Director, State Grants Team
Governor's Office of Budget and Planning
P.O. Box 12428
Austin, Texas 78711
Telephone: 512-305-9415
Fax: 512-936-2681
dfrancis@governor.state.tx.us

Utah

Carolyn Wright
Utah State Clearinghouse
Governor's Office of Planning and Budget
State Capitol, Room 114
Salt Lake City, Utah 84114
Telephone: 801-538-1535
Fax: 801-538-1547
cwright@gov.state.ut.us

West Virginia

Fred Cutlip, Director
Community Development Division
West Virginia Development Office

Building #6, Room 553
Charleston, West Virginia 25305
Telephone: 304-558-4010
Fax: 304-558-3248
fcutlip@wvdo.org

Wisconsin

Jeff Smith
Section Chief, Federal/State Relations
Wisconsin Department of Administration
101 East Wilson Street, Sixth Floor
P.O. Box 7868
Madison, Wisconsin 53707
Telephone: 608-266-0267
Fax: 608-267-6931
jeffrey.smith@doa.state.wi.us

TERRITORIES

American Samoa

Pat M. Galea'i
Federal Grants/Programs Coordinator
Office of Federal Programs
Office of the Governor/Department
of Commerce
American Samoa Government
Pago Pago, American Samoa 96799
Telephone: 011-684-633-5155
Fax: 011-684-633-4195
pmgaleai@samoatelco.com

Guam

Director
Bureau of Budget and Management Research
Office of the Governor

P.O. Box 2950
Agana, Guam 96910
Telephone: 011-671-472-2285
Fax: 011-671-472-2825
jer@ns.gov.gu

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APPENDIX F

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State Offices Administering the Edward Byrne Memorial State and Local Law Enforcement Assistance Formula Grant Program

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